

EDITED KSA LISTING

CLASS: SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	Detailed knowledge of the principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities to ensure quality control and services that are provided in the food service operation in a correctional facility.
K2.	Detailed knowledge of kitchen sanitation and safety procedures used in the operation, cleaning, and care of utensils, equipment and work areas in order to avoid food contamination, food borne illness, safety hazards and to ensure quality control and services are provided in the food service operation in a correctional facility.
K3.	Detailed knowledge of safe food handling procedures to ensure prevention of food borne illness in a correctional food service operation.
K4.	General knowledge of food values as well as nutritional and economical substitutions within food groups to provide a nutritionally balanced/adequate diet to the inmate population.
K5.	Detailed knowledge of food accounting methods to ensure budget accountability and sufficient quantities are on hand to feed the inmate population.
K6.	General knowledge of the use of purchase orders to buy food, supplies and equipment to ensure timely delivery of sufficient quantities to feed the inmate population.
K7.	General knowledge of methods of cutting and preparing meat to ensure portion control, quality control, and adequate quantities are provided for the inmate population.
K8.	General knowledge of training methods to determine training needs, evaluate training results, develop a qualified workforce, provide opportunity for upward mobility and meet the needs of the correctional food service department.
K9.	Detailed knowledge of principles of effective supervision in order to successfully manage all aspects of the food service operation in a correctional facility.
K10.	Detailed knowledge of laws, rules and regulations governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs to ensure compliance with penal codes, Title 15, DOM, etc.
K11.	General knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of food service personnel.

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K12.	General knowledge of a manager's role in the Equal Employment Opportunity program regarding regulations, processes, and objectives to promote the department's equal employment opportunity policies and goals in making hiring decisions and to provide a harassment free work environment.

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	Skill to:
S1.	Skill to plan palatable and adequate menus and menu substitutions to ensure nutritionally balanced diet in compliance with the standardized menu in a correctional facility.
S2.	Skill to plan, organize, and direct the work of others to ensure quality services and products are provided in the food service operation of a correctional facility.
S3.	Skill to adjust rations to meet increasing/decreasing population counts to ensure quality services and products are provided in the food service operation of a correctional facility.
S4.	Skill to perform inventories and make requisitions based on current inventory to ensure sufficient quantities of food, equipment and supplies are on hand to feed the inmate population.
S5.	Skill to safely use appropriate food service equipment in order to prepare, cook, dispense, and serve food to the inmate population.
S6.	Skill to judge food quality to ensure that palatable, eye appealing food is served to the inmate population.
S7.	Skill to prepare and appropriately cook all food groups to ensure nutritious meals are served to the inmate population.
S8.	Skill to determine food quantities necessary for groups of varying size to ensure that different dining facilities receive adequate quantities of food for the inmate population.
S9.	Skill to direct the preparation of special diets to ensure those inmates with documented needs receive an adequate/appropriate diet.
S10.	Skill to plan food production schedule to ensure timely feeding, palatability and safety of food served to the inmate population.
S11.	Skill to communicate effectively in order to provide an exchange of information to provide direction to food service staff and inmate workers and others.
S12.	Skill to plan and conduct IST/OJT training to provide information and direction to food service staff, inmate workers and others and to ensure the safe and efficient operation of the food service department.
S13.	Skill to analyze situations accurately and adopt an effective course of action to ensure quality services, safety and an efficient food service operation in a correctional facility.

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S14.	Skill to keep records and prepare reports in order to provide information, documentation, and ensure compliance with various policies, procedures, laws and regulations.
S15.	Skill to effectively contribute to the Department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
S16.	Skill to operate a computer in order to access, enter, update and retrieve information.

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	Special Personal Characteristics:
SPERC1.	Sympathetic understanding and willingness to work with the inmate population of a State correctional facility in order to gain their cooperation and respect to effectively perform the required duties of a Supervising Correctional Cook (DOC).
SPERC2.	Supervisory ability to direct, motivate, and instruct food service staff and inmate workers and others in accordance with the policies and procedures of the Department of Corrections in order to maintain the safety and security of the correctional facility.
SPERC3.	Maintain personal cleanliness and freedom from communicable diseases in order to ensure the health and safety of food service staff, inmate population and others to effectively perform the required duties of a Supervising Correctional Cook (DOC).
SPERC4.	Good sense of smell and taste in order to ensure quality meals are provided in the food service operation of a correctional facility.

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	Special Physical Characteristics:
SPHYC1.	Reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising his/her health and well-being or that of their fellow employees or inmates.
SPHYC2.	Assignments include supervision and sole responsibility of inmates in a facility and/or including remote areas and the protection of personal and real property to meet the needs of the food service operation and mission of the Department.